

Title

P/T Summer Internship

**College Credit may
be available**

**Communications and
Media Relations Office**

This office handles press inquiries and keeps Islip citizens informed of Town legislation and programs through the distribution of printed material, electronic and social media.

Candidate will be required to assist with writing press releases and planning events. Also help with everyday office responsibilities, such as answering phones, filing and copying. Must have knowledge of Word, Excel and Outlook.

Flexible hours will be available; the office will accommodate your class schedule if needed. School credit may also be available.

This is a great opportunity for a student studying Political Science or similar, as well as gain real world experience.

Please fill out a [Job Application Form – Full or Part Time Employment](#) and send to:

**Town of Islip
Office of Personnel
655 Main Street
Islip NY 11751
Fax (631) 224-5487**

Email: jpepe@townofislip-ny.gov

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, age, disability, marital status or arrest record.

The Town of Islip is seeking a part time Intern for the Communications and Media Relations Office. This office handles press inquiries and keeps Islip citizens informed of Town legislation and programs through the distribution of printed material, electronic and social media.

Candidate will be required to assist with writing press releases and planning events. Also help with everyday office responsibilities, such as answering phones, filing and copying. Must have knowledge of Word, Excel and Outlook.

Flexible hours will be available; the office will accommodate your class schedule if needed.

School credit may also be available.

This is a great opportunity for a student studying Political Science or similar, as well as gain real world experience.

Please send resume to jpepe@townofislip-ny.gov or fax resume to (631) 224-5487.

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, age, disability, marital status or arrest record.